

Data Submission Questionnaire

Data submitter/Contact Information				
Name:				
Organization				
Address				
Phone Number				
Quality Assurance Information				
Has the data been quality checked? (Y/N)				
Were irregularities identified in the data? If yes, please explain.				
Have irregularities in the data been flagged? If yes, how?				
Has a copy of the QA Plan been submitted? (Y/N)				
Data Documentation				
Has data documentation been submitted? (Y/N)				
Report Title				
Report Author				
Data Format and File Structure				
Format Type (dBase, Microsoft Access, Flat ASCII-fixed format, Flat ASCII-character delimited)				
<p>Please document each field included in the dataset. If additional space is needed, please attach a separate piece of paper.</p> <p>Fwd B the number of digits for the total filed, including the number of decimal points (e.g., 42.432 would be formatted as F6.3)</p>	Field Name	Field Type (Character or Numeric)	Field Width (For fixed format files)	Field Format (Fwd)* (for numeric fields)
Delimiter Used (if applicable)				
Printout of first 10-50 lines included? (Y/N)				
Data Transfer				
Transfer Method (FTP, 3 ½" diskette)				
File Name(s)				
Date of Transfer				
File Size				